ABSTRACT OF THE DISCLOSURE

A division/coupling process section refers to item "DOCUMENT PROCESS" in a division/coupling set information DB. If a document division/coupling

5   process needs to be executed, division/coupling set information from the division/coupling set information DB is referred to. If scan parameters need to be referred to, the division/coupling process section refers to scan parameters from a scan parameter DB.

10 If an inquire process needs to be executed by referring to item "EXCESS DOCUMENT PROCESS" in the division/coupling set information DB, necessary information is acquired from an input/output section through a division/coupling inquire process section.

15 Thus, the document division/coupling is determined and executed. Information on the divided/coupled document is temporarily stored in a division/coupling buffer and also information on document registration is stored in the division/coupling buffer. The divided/coupled

20 document is then registered into document management systems through a register process section.